



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
ARMY CONTRACTING AGENCY SOUTHERN REGION
DIRECTORATE OF CONTRACTING
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SFCA-SR-KN

15 March 2007

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, this Headquarters

SUBJECT: Fort Knox Government Purchase Card SOP

1. Reference: AR 715-XX, Department of the Army Government Purchase Card Program.
2. Purpose: To supplement Army Regulation AR-715-xx, Government Purchase Card Program (GPC), revised 21 April 2006, and to establish policies and procedures for personnel who play an active role in the Fort Knox Directorate of Contracting (DOC) GPC Program.
3. Background: The GPC is used by cardholders (CHs) to pay for authorized government purchases, subject to an established transaction amount, billing cycle amount, merchant code limitations, and local purchase authority. A purchase card charge authorizes the card-issuing bank to make immediate payment to the vendor or contractor. An authorized purchase is defined as a purchase that satisfies a bona fide requirement at a fair and reasonable price. Any misuse of the GPC is subject to criminal, civil, Uniform Code of Military Justice (UCMJ), administrative, and disciplinary actions as appropriate.
4. Point of Contact is Jainie Bell, A/OPC, Government Purchase Card Office, (502) 624-4254 or email Jainie.Bell@us.army.mil.

RICHARD E. GOODIN
Director of Contracting

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Glossary

Chapter 1

General

1-1. Purpose. To supplement Army Regulation AR-715-xx, Government Purchase Card Program (GPC), revised 21 April 2006, and to establish policies and procedures for personnel who play an active role in the Fort Knox Directorate of Contracting (DOC) GPC Program.

1-2. Background. The GPC is used by cardholders (CHs) to pay for authorized government purchases, subject to an established transaction amount, billing cycle amount, merchant code limitations, and local purchase authority. A purchase card charge authorizes the card-issuing bank to make immediate payment to the vendor or contractor. An authorized purchase is defined as a purchase that satisfies a bona fide requirement at a fair and reasonable price. Any misuse of the GPC is subject to criminal, civil, Uniform Code of Military Justice (UCMJ), administrative, and disciplinary actions as appropriate.

1-3. Application. This regulation applies to all acquisitions of supplies, services, and construction within our area of support as prescribed in **AR 5-9. (See Appendix A)**

1-4. References. Required and related publications and referenced forms are listed at Appendix A.

Chapter 2

Responsibilities

2-1. The Directorate of Contracting (DOC).

- a. Identify individuals within the Fort Knox DOC to act as A/OPC and GPC account managers.
- b. Review and provide guidance for annual reviews that result in an unsatisfactory rating.
- c. Interface with Criminal Investigation Division (CID), Internal Review (IR), Defense Finance and Accounting Service (DFAS), commanders, and directors concerning apparent misuse/abuse of the GPC and associated privileges.

2-2. Agency/Organization Program Coordinator (A/OPC).

- a. Develop and maintain a GPC training program.
- b. Publish GPC information on the DOC website:
<http://www.knox.army.mil/garrison/doc/gpc.asp>
- c. Establish Billing Official (BO), Alternate Billing Official (ABO), and Cardholder (CH) accounts within five (5) business days upon receipt of approved account setup form and documented training certifications.

d. Monitor/manage the GPC Program and resolve problems after BO/ABO and CHs have either exhausted all attempts to do so at their level, or the dispute resulted from damage to property by either the merchant or the Government.

e. Maintain statistics (management reports, etc.) relative to the program.

f. Function as the primary liaison to the contractor.

g. Serve as the representative on technical matters for the Ft Knox GPC Program.

h. Serve as dispute officer for disputes that cannot be resolved in accordance with (IAW) the dispute process. The A/OPC will coordinate with the Contracting Officer (KO) and Office of the Staff Judge Advocate (OSJA) in any situation where a vendor alleges damage or loss of property provided under a GPC transaction. (See Appendix B)

i. Conduct surveillance of BO/ABO and their CHs performance to ensure proper controls are in place to prevent potential fraud, waste, and abuse.

j. Provide periodic written updates in the form of emails and of Frequently Asked Questions (FAQs). FAQ's will be available at [Http://www.knox.army.mil/garrison/doc/gpc.asp](http://www.knox.army.mil/garrison/doc/gpc.asp).

k. Establish BO/ABO and CH review procedures. (See Appendix C)

l. Recommend suspension of an account for violations as indicated in the AR 715-xx, Government Purchase Card Program, 21 April 2006 and/or Ft Knox SOP dated March 2007.

2-3. Commanders.

a. Nominate trustworthy personnel.

b. Ensure the BOs and ABOs are senior to their cardholders and in their direct chain of command.

c. Set the right example for their BOs/ABOs and CHs.

d. Incorporate an inspection of the unit GPC program and procedures into their Command Inspection Program (CIP). To prevent a conflict of interest, an individual that is not a BO/ABO, or a CH should conduct the inspection. The inspection should focus on compliance with the provisions of this and all other applicable regulations and laws.

e. Periodically review their GPC program to determine that BOs/ABOs and CHs are performing within regulatory and statutory guidelines.

f. Incorporate comments into the Officer Evaluation Report/Non-Commissioned Officer Evaluation Report (OER/NCOER) of BOs/ABOs and CHs regarding the performance of their GPC responsibilities.

g. Investigate instances of abuse or misuse of the GPC and take appropriate action.

2-4. Resource Managers.

a. Provide accounting data for each CH.

b. Approve all monetary changes by signature to include set-ups and increase/decrease of funding on GPC accounts.

c. Provide funding to the BO in the form of a bulk-funding memorandum. This memo can be issued on a monthly, quarterly, semi-annual, or annual basis.

2-5. Billing Officials (BO).

a. Complete required training as indicated in Ft Knox SOP.

b. Appoint an ABO and establish procedures for certifying the monthly billing statement in times of the BOs absence.

c. Ensure that ABO and CHs assigned to them carry out their duties IAW all acquisition regulations, the Joint Ethics Regulation (JER), AR 715-xx, and sound business practices.

d. Have no more than seven CHs assigned to their GPC account.

e. Will not serve as a CH or budget official (Resource Managers/Comptrollers).

f. Will not authorize purchases to be split in order to remain below the single purchase threshold.

g. Within five business days of the statement closing date, approve and certify on-line via customer Automated Reporting Environment (*C.A.R.E.*) the payment of all current charges for that billing period. This allows the unit to obtain the highest possible rebate and avoid interest penalties. Statements close on the 19th of each month. The BOs/ABOs, and CHs may begin their approving/ certification process on the 20th day of each month. However, if the 19th falls on a Saturday or Sunday, the statement will close on the previous Friday. (Ft Knox Thunderbolt Policy Memo 41-8 **Appendix F**)

h. Review CHs account statement to ensure purchases were not split, ensure all purchases were approved by the BO/ABO prior to the purchase being made, and ensure purchases for which a contract is in place have not been made without DOC authority.

i. Review CHs backup documentation to ensure all purchases made were for official government purposes and were authorized under governing regulations, Common Table of Allowances (CTA), Table(s) of Distributions and Allowances (TDA)/Modification Table of Distributions and Allowances (MTDA) or Table of Organization and Equipment (TOE)/Modified Table of Organization and Equipment (MTOE). In those instances where the BO/ABO suspects the CH of abusing their authority as a cardholder, the BO/ABO will conduct appropriate investigations and counsel, recommend disciplinary measures, remove purchase card privileges, and/or recommend further investigation by CID, whichever is appropriate.

j. Ensure that proper property book accountability procedures have been followed and that hand receipts have been obtained where required.

k. Print the monthly on-line billing account statement. A copy of the on-line billing account statement, the CHs original itemized purchase request, original itemized invoices/receipts, and all supporting documents shall be maintained for a period of **six years and three months** after the final payment date.

l. Serve as Dispute Office Contact. Review and follow up on all pending CH disputes to ensure timely resolution. Verify that authorization to pay and/or clear up resolved disputes between CH and *U.S. Bank* are completed. Complete the CH statement of questioned items (CSQI) form when applicable (**See Appendix B**). A copy of the CSQI form located at will be given to the BO/ABO along with all original records for that billing cycle. When *U.S. Bank* receives the CSQI, they will send out official affidavits that must be completed by the cardholder and returned immediately to *U.S. Bank*. **When CHs do not return these official documents (affidavits) to U.S. Bank in a timely manner, the charges are again returned on the CH statement of account for payment.** The charges will no longer be in a dispute status. Cardholders are responsible for the follow-up process of the CSQI to ensure errors in billing and problems with merchandise or services are resolved.

m. Collect and destroy the CHs GPC prior to the CHs permanent change of duty station (PCS) or separation from unit/command. Immediately submit a CH termination form located at <http://www.knox.army.mil/garrison/doc/gpc.asp> (**Appendix C**) to the appropriate Ft Knox DOC GPC account manager for those GPC accounts that will be closed. The BO or ABO signature is required on this memorandum. Prior to BOs/ABOs permanent departure, prepare a BO/ABO clearing memorandum and submit to the appropriate Ft Knox DOC GPC account manager. In the absence of the BO, the ABO shall function for a period up to 45 days or until a new BO has been appointed. In the event a BO has not been appointed within a 45 day period, the account manager will suspend the account from further purchasing until a new BO is appointed to the GPC account. Accounts that do not have a current ABO will be suspended from further purchasing immediately.

n. Disseminate information to cardholders from the GPC account managers concerning the GPC program.

2-6. Cardholders.

- a. Complete required training as indicated in Ft Knox SOP.
- b. Safeguard their GPC and account number at all times. Cardholders will not allow anyone to use their GPC or account number. Failure to safeguard the GPC and account number may result in the card being withdrawn from the CH.
- c. Will not serve as BOs/ABOs or budget officers (resource managers/comptrollers).
- d. Ensure proper documentation of the following elements prior to making any purchase:
 - (1) Obtain written authorization (signature) from the BO/ABO **prior** to purchase action. This can be annotated on the memorandum, purchase request, or e-mail.
 - (2) Review, verify and approve their monthly on line billing account statement via *C.A.R.E.* within three business days of the statement closing date to obtain the highest rebate and avoid interest penalties. Statements close on the 19th of each month, however, if the 19th falls on a Saturday or Sunday, the statement will close on the previous Friday. If the CH does not certify their statement on-line within 15 days of the statement closing date, they will be “locked out” of the system. If the CH gets “locked out,” the BO/ABO is required to verify/approve the CHs purchases and the CHs statement. The BO/ABO is unable to certify the billing statement until they have first completed the CHs responsibilities.
 - (3) Complete and submit the CSQI form when an error in billing occurs or if a problem with merchandise or services billed cannot be resolved with the vendor. The purchase may be disputed on-line in *C.A.R.E.* or by paper. The dispute must be made to *U.S. Bank* within **60 days** of the end of the billing cycle in which the error occurred. The *U.S. Bank* will not process disagreements that affect the billing statement after 60 days in which the disputed action occurred. The CSQI form or online should be filled out for each individual disagreement. A copy of the CSQI form will be given to the BO/ABO along with all original records for that billing cycle. **When *U.S. Bank* receives the CSQI, they will send out official affidavits that must be completed by the CH and returned immediately to *U.S. Bank*. When CHs do not return these official documents (affidavits) to *U.S. Bank* in a timely manner, the charges are again returned on the CHs on-line statement for payment.** The charges will no longer be in a dispute status. Cardholders are responsible for the follow-up process of the CSQI to ensure errors in billing and problems with merchandise or services are resolved. **(See Appendix B)**
 - (4) Print the on-line billing account statement, attach backup documentation to support each entry in the transaction log, including, but not limited to, supply/purchase request, itemized vendor invoice, evidence of receipt at warehouse or other receiving point, and property book documentation. Forward all **originals** to the BO/ABO at the end of each monthly billing cycle to be maintained in the BO/ABO files for a period of **six years and three months** after the final payment date.
 - (5) Complete mandatory purchase card “Transaction Log Tab” in *C.A.R.E.* At a minimum, the log will contain the date the item or service was ordered, the merchant name,

the dollar amount of the transaction, a description of the item or service ordered and an indication on whether or not the item was received. These entries should be made immediately after completing the purchase. **(See Appendix E)**

e. Review mandatory sources prior to purchasing. If the item is available through mandatory sources and the required delivery date can be met, purchase shall not be made from non-mandatory sources. If the item is not available or the required delivery time cannot be met, a memorandum, e-mail, or other documentation must be obtained from the source indicating such. This documentation will be filed with all backup paperwork supporting the local purchase.

f. Review Federal Logistics (FEDLOG) data on compact disk and mandatory sources prior to purchasing. If the item is available through mandatory sources and the required delivery date can be met, purchase shall not be made from non-mandatory sources. If the item is not available or the required delivery time cannot be met, documentation indicating such must be filed with all backup paperwork supporting the local purchase. The FEDLOG can be obtained at the following website: <http://www.dlis.dla.mil/prod.asp>.

g. The mandatory source for office supplies are the 19 (BPAs) Blanket Purchase Agreements or established government contracts found through the Department of Defense (DOD) EMall. **(See Appendix D)**. Located at Ft Knox is OFFICE EAGLE, operated by Maryland Lighthouse for the Blind, utilizing this source allows you to receive your supplies immediately. If you choose not to use Office Eagle for your office products you must use the Army BPA holders. Using these BPA holders must be done on the DOD E-Mall and not thru the vendor's storefront or website. The CH is required to purchase items that comply with the National Industries for the Blind/National Industries for the Severely Handicapped (NIB/NISH) per the Javits-Wagner O'Day Act Program (JWOD) now called ABILITYONE. Exceptions to mandatory use of the BPA's include urgent delivery requirements that cannot be met by either source. **See Appendix D** for further exceptions. ABILITYONE (formerly JWOD) products may be purchased from any approved ABILITYONE vendor but for convenience OFFICE EAGLE is the preferred source. Cardholders must thoroughly document their GPC files with memorandums for reference for each incident that an exception is taken. These memorandums should be signed and supported by the BO/ABO.

h. The Defense Agency Printing Service (DAPS) located on Ft Knox in building 745 is the **mandatory source for all printing**. Prior to going off-post for printing requirements, CHs must obtain written approval (statement of non-availability) from the Fort Knox Defense Agency Printing Service (DAPS) office.

i. Support the "Buying Green" initiative by purchasing recycled materials when possible. These items include, but are not limited to: paper and paper products, non-paper office products, vehicular products, construction products, landscaping products, transportation control products, and various miscellaneous products. Further guidance can be found at the following websites: <http://www.epa.gov/cpg/index.htm> or <http://www.epagov/cpg/factshts.htm>.

j. Determine, prior to making purchases that they are receiving a fair and reasonable price for the item being purchased. Fair and reasonable is defined as a price that is as good or better than the price offered to non-government customers and is the best price they can negotiate after considering the urgency of the requirement, quantity needed, and quality of items needed.

k. Screen for mandatory sources of supply; i.e., Army BPA's, and ABILITYONE and rotate vendors.

l. Will not split purchases in order to remain below their single purchase threshold.

m. Ensure receipt of items purchased is within the billing cycle or by the time the on-line monthly statement is available to simplify monthly reconciliation. The item must be received or the non-personal service completed before the item appears on the CHs *C.A.R.E.* transaction register. An exception to this policy would be subscriptions for publications, etc. Orders will not be made using the GPC when vendors are unable to ship the total quantity of the purchase in the same shipment unless:

(1) All items purchased will be shipped within the same billing cycle in which they were ordered.

(2) All items purchased will not be shipped within the same billing cycle, but the vendor is willing to delay billing until all items are shipped.

n. On a case-by-case basis, receive authority to increase the GPC up to \$25,000 single purchase limit. The criteria for consideration of this increased authority are:

(1) The GPC may only be used to pay against existing contracts (locally awarded, General Services Administration (GSA), etc.), purchase orders, delivery orders, or blanket purchase agreements (BPA), printing services, and non-governmental training requirements. Each of these type documents will contain terms and conditions under which the vendors must perform.

(2) An additional block of training shall be completed by the BO/ABO and CH prior to obtaining this increased authority. This training will address BPAs, rotation of vendors, competition (required when using un-priced BPAs), printing services or non-governmental training requirements. The training will discuss the penalties associated with using the increased threshold for purchases. The BO/ABO, and CH are required to attend this training and sign training documentation prior to authorization to increase funds.

(3) All requests for a GPC with a single purchase threshold above \$3,000 will be signed by a 05 or above, within the CHs chain of command. Requests must also be approved by the appropriate resource manager and indicate what the CH is buying. The request must indicate what contract, purchase order, delivery order, or BPA the purchase is against; printing services, and non-government training requirements.

o. Will clear their GPC account through the BO/ABO prior to permanent change of station (PCS) or separation from the unit/command. At the time of clearing, the CH will turn the GPC and account records over to the BO/ABO. **(Appendix C)**

Chapter 3

Policies

3-1. Standards of conduct.

a. Each individual directly or indirectly concerned with any phase of purchasing or related activities must comply with the standards of conduct prescribed by the Joint Ethics Regulation (JER). Commanders/supervisors will ensure that a copy of the JER is made available within their activity. When applicable BO/ABO and CHs will attend, complete, and remain current on any ethics training required by the Army, their chain-of-command or the Ft Knox GPC Program. The Ft Knox GPC Team will communicate information of GPC-Specific ethics training via the DOC website and/or e-mail.

b. No Ft Knox CH will purchase from, nor will any BO/ABO, attempt to influence a CH to purchase from:

(1) Any person with whom the BO/ABO or CH seeks to do personal business, is in business with, or has a contractual or other financial relationship with involving other than a routine transaction.

(2) Any person who is a member of the BO/ABO, or CHs household, or who is a relative with whom either BO/ABO, or CH has a close personal relationship.

(3) Any person for whom the spouse, parent, or dependent child of the BO/ABO, or CH is seeking to serve, or is serving (to the BO/ABO, or CH) as an officer, director, trustee, general partner, agent, attorney, consultant, contractor, or employee.

(4) Any person for whom the BO/ABO, or Ch has served as an officer, director, trustee, general partner, agent, attorney, consultant, contractor, or employee within the last year.

c. For the purposes of this paragraph, the term “person” will mean an individual, corporation, and subsidiaries it controls, company, association, firm, partnership, society, joint stock company, or other organization or institution, including any officer, employee, or agent of such person or entity.

3-2. Nominations.

a. Commanders/directors will nominate individuals within their organization to serve as Billing Officials. This will be accomplished when the individual submits the appropriate GPC set-up form to the Commander/Director for approval and signature. **(Appendix C)**

b. Billing Officials will nominate individuals with their organization to become cardholders. This will be accomplished when the individual submits the appropriate GPC set-up form from the Billing Official thru the resource manager to the GPC office.

(Appendix C)

Chapter 4

General Instructions

4-1. Separation of duties. Key duties such as making purchases, authorizing payments, certification of funding, reviewing and auditing functions will be assigned to different individuals to minimize the risk of loss to the government to the greatest extent possible. If a CH is also a hand receipt holder, they should not be allowed to make purchases for themselves. The DOC will approve the exception to this policy on a case-by-case basis. A copy of this waiver will be maintained with the CHs files.

4-2. Training requirements. All BOs/ABOs, and CHs must complete the mandatory DOD Government Purchase Card Tutorial through Defense Acquisition University (DAU) located on the DAU website: <http://www.dau.mil>. All proposed BO/ABOs and CHs, shall also complete the mandatory Ft Knox GPC on-site training held twice monthly. The DOD and the Ft Knox GPC training must have been received within the previous 12 months to receive a card. To re-establish a BO/ABO/CH at another Post organization they must have been performing GPC duties within the previous 12 months within the Ft Knox GPC Program. Ft Knox GPC refresher training is required annually for all BO/ABOs and CHs. Refresher training, if required, will be completed and documented during annual GPC account reviews with the GPC account manager. This training will cover the changes that have taken place, which affect the GPC program.

4-3. Implementation procedures. It is recommended that the using activity establish and maintain for review, written internal procedures that will identify:

a. Delivery procedures, to include identification of packages and personnel responsible for verifying receipt and condition of items ordered.

b. Detailed process for coordinating with units/activities supply personnel/property book officer (PBO) to add countable items to the property book and hand receipts.

4-4. Dollar limits.

a. The single purchase limit is the amount allowed during the processing of a single purchase transaction, whether it is one item or multiple items. Unless specifically authorized in writing, the single purchase limit for CHs not assigned to the Ft Knox DOC shall not exceed \$3,000.00 for supplies, \$2,500.00 for services and the maximum single purchase limit for construction purchases shall not exceed \$2,000.00.

b. The 30-day CH limit is a budgetary limit established by the BO/ABO and coordinated with the appropriate resource manager. The total dollar value of purchases for any single billing cycle shall not exceed the 30-day CH limit.

c. The office limit is a budgetary amount established by the using activity, in conjunction with the appropriate resource manager for the BO/ABO. The total dollar value of purchases made by all CHs assigned to the BO/ABO during any single billing cycle shall not exceed the BO 30-day office limit.

d. The BO/ABO must process any changes to the above limits. The procedure for initiating financial changes is to send an email to the account manager thru the resource manager. After receipt the GPC account manager will process the changes/additions into the *U.S. Bank's* database. Changes become effective in real time.

4-5. Authorized use.

a. **Only the individual to whom the GPC is issued may use the card.** The CHs name shall be embossed on the front of the card. **No other person is authorized to use this card, including, but not limited to, BO/ABOs, and commanders.**

b. Authorization is sought automatically for all purchases at the point-of-sale. *The U.S. Bank* authorization system checks each individual CHs single purchase limit, 30-day limit, office limit, and the type of merchant being utilized before the transaction is approved.

c. Some examples of items authorized for purchase with the GPC are short-term government vehicle leases (not for personal Temporary Duty (TDY) usage); and Commander's Coins, with appropriate approval. Guidance for the purchase of Commander's Coins can be found in Ft Knox Thunderbolt Policy Memo 41-8. **(See Appendix F)**

4-6. Unauthorized use.

a. Any item for which local purchase is not authorized IAW applicable regulations (i.e., AR 710-2, CTA 50-970, CTA-909, etc.) is unauthorized. (See Appendix A)

(1) Telecommunication: Major telecommunications systems such as Federal Technology Service (FTS) or Defense Switch Network (DSN) Systems except those items released for purchase by the Directorate of Information Management (DOIM).

(2) To purchase non-expendable property unless the appropriate property accountability safeguards are included in the internal control procedures (see para 4-9).

(3) To purchase any item for which other than appropriated funds are required.

(4) To purchase ammunition or weapons unless approved by the Directorate of Logistics (DOL).

(5) To ratify an unauthorized procurement without completing the appropriate forms, obtaining legal review, and Fort Knox DOC approval. A BO/ABO who authorizes items for purchase without proper authority, or a CH who makes unauthorized purchases, may be financially liable to the U.S. Treasury Department for the total dollar amount. Additionally, the BO/ABO and CH may be subject to disciplinary action.

4-7. Federal Tax Status. The federal government is tax exempt. The CH is to inform the vendor of this tax-exempt status. If the vendor refuses to accept this status, the CH will not do business with the vendor. When doing business with Kentucky vendors cardholders can obtain tax-exempt information from the GPC office or the DOC website.

4-8. Departure of cardholder. All CHs will turn in their GPC, original receipts and transaction logs to their BO/ABO prior to departure from the unit/command (see para 2-6). Billing Officials/Alternate Billing Officials responsibility, see para 2-5.

4-9. Internal control procedures. The Ft Knox DOC GPC Office will review the BO/ABO and CH accounts on a random basis. Each account will be reviewed for compliance with this regulation. A checklist will be completed on each account and maintained in the account file. Items of particular interest requiring review are: split or the appearance of split purchases; avoidance of mandatory sources; and individuals other than CHs using the government purchase card. The review results will be forwarded to the BO/ABOs Commander for review/action. Negative reviews could result in suspension of the CHs GPC and/or the BO/ABOs authority. (**Appendix C**)

4-10. Instructions for Exercises and Deployment.

a. Continental United States (CONUS) Exercises. Cardholders are authorized to use their GPCs as long as the CH and BO/ABO have the capability to reconcile and certify their monthly on-line billing account statements via *C.A.R.E.*

b. Outside the Continental United States (OCONUS) Exercises. Cardholders are not authorized to use their GPCs unless the CH and BO/ABO have the capability to reconcile and certify monthly on-line billing account statements via *C.A.R.E.*

c. Deployed units. Units deploying from Ft Knox are not authorized to use their GPCs unless given specific guidance from the resource manager and contracting office. If units are deployed on a temporary basis and are returning to Ft Knox cardholder account limits will be set a \$1.00 until return.

Appendix A

References

Section I

Required Publications

Army Regulation 715-xx, Government Purchase Card Program

Section II

Related Publications

AR 5-9
Intraservice Support and Installation Area Coordination

DFAS-IN 37-1
Finance and Accounting Policy Implementation

AR 710-2
Inventory Management Supply Policy Below the Wholesale Level

Army Federal Acquisition Regulation Supplement

Department of Defense Federal Acquisition Regulation Supplement

Federal Acquisition Regulation

ACA Acquisition Instruction

Government-wide Commercial Credit Card Service, Contract Guide GS-23F-980006

DODD 5500.7-R
Joint Ethics Regulation

31 USCAs 3528
Responsibilities and Relief from Liability of Certifying Officials

DA Pam 420-6
Directorate of Public Works Resource Management System

Fort Knox Thunderbolt Policy Memo No. 41-4, Coins

Fort Knox Thunderbolt Policy Memo No. 41-8. Purchase Card Delinquency

CTA 50-900
Clothing and Industrial Equipment

CTA 50-970
Expendable/Durable Items

CTA 50-909
Fields and Garrison Furnishings and Equipment

Section III
Prescribed Forms

ATZK-DC FORM 3723-R, JAN 98
Billing Official Registration Form

ATZK-DC FORM 3722-R, FEB 98
Cardholder Registration Form

FT Knox GPC Termination Form

DA Form 4283
Facilities Engineering Work Request

Government Purchase Card Review Checklist

Appendix B

Dispute Process

1. This appendix implements Federal Acquisition Regulation (FAR) Subpart 33.2 for disputes arising under GPC transactions for those GPC cards issued by the Ft Knox DOC.
2. A dispute occurs when there is a disagreement between two parties. This dispute can involve a simple disagreement between the CH and merchant over the service or supply delivered, price quoted, or period of performance. **Rebates, taxes and shipping/handling charges are not disputable items.**
3. Cardholders may dispute an item on-line through C.A.R.E, or they may complete a CSQI form, and fax it to *U.S. Bank* . All disputes must be done within 60 days. After disputing the item CHs should then follow procedures to approve their monthly statement.
4. Simple disputes will normally be resolved between the CH and the vendor. (An example of a simple dispute would be, if the CH ordered a product or service that was charged but not received.) **Cardholders should attempt to resolve the issue with the vendor prior to disputing a product or service that was charged, but not received.** If the CH and vendor are unable to come to an agreement on the product or service in question, prior to the requirement of approving their monthly statement, the CH may dispute online in CARE the transaction in question or complete a CSQI form, and fax it to *U.S. Bank* within 60 days. (See para 2-6, d (3))
5. Disputes also occur when there is damage to property for which the government may be liable. An example might include the rental of a vehicle that is damaged while it is in the government's control by government personnel or lease of a conference room that is damaged due to negligence on the part of government personnel. These type disputes are more difficult to resolve and require the assistance of a Contracting professional. In such cases, the following steps should be taken:
 - a. Cardholder will immediately notify the GPC A/OPC of the circumstances surrounding the dispute.
 - b. Cardholder will provide the A/OPC with copies of any available transaction documents including, but not limited to, receipts, inspection sheets, letters from the contractor alleging damages, damage estimates, etc.
 - c. The A/OPC will contact the vendor and request he initiate the "claims" process. The A/OPC will advise the vendor of the requirements of FAR Subpart 33.2 for submission of a claim.
 - d. The A/OPC and CH will notify the CH's commander that a Report of Survey (ROS) is required IAW AR 735-5, Policies and Procedures for Property Accountability, for loss or damage to leased property, (e.g., rental car), or to government property that was damaged by a vendor.

e. Commanders will immediately begin the ROS and provide the completed report to the A/OPC. The A/OPC will advise the vendor of the decision on their claim. The vendor will be provided the Contracting Officer's final decision IAW FAR Subpart 33.2. If it is determined the Government is NOT liable and the vendor is NOT owed for damages, the Contracting Officer's written decision will be forwarded to the contractor.

f. If it is determined the Government is liable and the vendor is owed for damages, and if the damages are below the GPC threshold, a memorandum will be forwarded to the BO stating the vendor should be paid for damages using the unit's GPC.

g. If it is determined the Government is liable and the vendor is owed for damages, and if the damages exceed the GPC threshold, a memorandum will be forwarded to the BO requiring that he provide this office with a DA Form 3953, Purchase Request for the amount owed the contractor. This office will issue a purchase order to the vendor for the amount of damages.

h. Any and all documentation supporting the dispute shall be filed with the GPC billing account statement for the month the payment is made. If the Contracting Office makes payment, a copy of the purchase order will be forwarded to the BO and filed with the GPC billing account statement.

6. For disputes involving damage or loss of government-owned equipment by contractor personnel, follow paragraphs 4a, b, and d above. If the A/OPC determines that the contractor is liable to the government for damage or loss of government-owned property, the A/OPC will notify the merchant and demand for payment to be made IAW FAR 32.610.

APPENDIX C

REGISTRATION FORM

DATE: _____

BILLING OFFICIAL

BILLING OFFICIAL NAME: _____

ALTERNATE BILLING OFFICIAL: _____

OFFICE NAME: _____

ADDRESS: _____ * Please include office symbol

OFFICE TELEPHONE NUMBER: _____

EMAIL ADDRESS _____

OFFICE LIMIT: _____
(total of all cardholder's 30 day limits)

REPLACING _____ AS BILLING OFFICIAL.

SIGNATURE OF BILLING OFFICIAL _____

CARDHOLDERS: _____

PASSWORD VERIFICATION RESPONSE: MOTHER'S MAIDEN NAME

APPENDIX C

-REGISTRATION FORM

ALTERNATE BILLING OFFICIAL

ALTERNATE BILLING OFFICIAL NAME: _____

BILLING OFFICIAL: _____

OFFICE NAME: _____

ADDRESS: _____ * Please include office symbol

OFFICE TELEPHONE NUMBER: _____

EMAIL ADDRESS _____

OFFICE LIMIT: _____
(total of all cardholder's 30 day limits)

REPLACING _____ AS ALTERNATE BILLING OFFICIAL.

SIGNATURE OF BILLING OFFICIAL _____

CARDHOLDERS: _____

PASSWORD VERIFICATION RESPONSE: MOTHER'S MAIDEN NAME

APPENDIX C

REGISTRATION FORM

DATE: _____

CARDHOLDER

CARDHOLDER NAME: _____

AGENCY NAME: _____

AGENCY ADDRESS: _____
(if applicable
include office
symbol) _____

AGENCY TELEPHONE NUMBER: _____

CARDHOLDER'S EMAIL ADDRESS: _____

SPENDING LIMITS:
SINGLE PURCHASE: _____
30 DAY LIMIT: _____

ACCOUNTING CLASSIFICATION (50 character code received from budget
personnel): _____

**ACCOUNTING INFORMATION MUST BE COMPLETE BEFORE TURNING
IN TO GPC OFFICE.

BILLING OFFICIAL NAME: _____

SIGNATURE OF BILLING OFFICIAL _____

REPLACING EXISTING CARDHOLDER _____ YES _____ NO
IF YES, PLEASE INDICATE CURRENT CARDHOLDERS NAME AND STATUS:

NAME _____

STATUS _____
(i.e. expected date of departure, cards destroyed, PCS'D, etc...)

APPENDIX C

FORT KNOX
GOVERNMENT PURCHASE CARD
TERMINATION OF GPC
FORM

Request the following Government Purchase Card Account be closed effective this date:

_____.

CARDHOLDER'S NAME:_____

LAST EIGHT OF ACCOUNT NUMBER:_____

AGENCY NAME:_____

AGENCY ADDRESS:_____

(PLEASE INCLUDE OFFICE SYMBOL)

THE CARDHOLDER HAS: (Give Reason)_____

(Example: Card Lost or Stolen, PCS'd, or moved to another unit)

THE CREDIT CARD was/wasn't DESTROYED BY THE cardholder/or the
undersigned.

SIGNATURE OF BILLING OFFICIAL:_____

CARDHOLDER:_____

DATE:_____

S4 (If Required)

VERIFICATION_____

**GOVERNMENT PURCHASE CARD (GPC) PROGRAM
REVIEW CHECKLIST**

TODAY'S DATE: _____ RATING PERIOD: _____

BILLING OFFICIAL: _____ MONTHLY OFFICE LIMIT: _____

COMMANDER: _____ UNIT: _____

ABO: _____ ABO: _____

CARDHOLDERS:

NAME: _____

SINGLE PURCHASE LIMIT: _____ MONTHLY LIMIT: _____

NAME: _____

SINGLE PURCHASE LIMIT: _____ MONTHLY LIMIT: _____

NAME: _____

SINGLE PURCHASE LIMIT: _____ MONTHLY LIMIT: _____

NAME: _____

SINGLE PURCHASE LIMIT: _____ MONTHLY LIMIT: _____

PART ONE (CRITICAL ELEMENT)		YES	NO	N/A
1-1. Were there any unauthorized purchases made by the cardholder, i.e. split purchases or proof of a purchase that could be considered fraudulent or wasteful to the taxpayer? (If YES, the rating for this review is considered UNSATISFACTORY. Describe such purchases in "recommended improvement areas" at the end of this review.)				
		YES	NO	N/A
1-2. Were there any unauthorized purchases made by the cardholder that exceeded the single purchase limit for the account? (i.e. supplies, \$3,000.00; services \$2,500.00 and construction \$2,000.00 (If YES, the rating for this review is considered UNSATISFACTORY. Describe such purchases in "recommended improvement areas" at the end of this review.)				

CONTINUE WITH REVIEW TO IDENTIFY ANY ADMINISTRATIVE CORRECTIONS REQUIRED.

**PART TWO ADMINISTRATIVE
(BILLING OFFICIAL)**

	YES	NO	N/A
2-1. Is there a delegation of authority letter on file specifying procurement authority from the Directorate of Contracting (DOC) via the GPC Office?			
➤ Billing Official			
➤ Each Alternate Billing Official			
➤ Each Cardholder			
2-2. Does the account have an alternate billing official (ABO) established?			
2-3. Has all the required training been completed (GPC and DoD) within the last year?			
➤ Billing Official			
➤ Each Alternate Billing Official			
➤ Each Cardholder			
If not, BO, ABO, and all cardholders must complete DOD's on-line training and submit new training certificates by suspense date of:			
2-4. Is the BO receiving the cardholder's original purchase requests, charge slips/receipts and other supporting documentation at the end of the billing cycle?			
2-5. Is the BO reviewing the cardholder's account on-line at the end of the billing cycle?			
2-6. Does the BO certify and approve their monthly billing statement via C.A.R.E. within five (5) business days of the statement closing date?			
2-7. Does the BO maintain original GPC documentation, such as but not limited to, itemized receipts/invoices/packing slips, and property accountability verification attach to the purchase requests, for a period of 6 years, 3 months after final payment? NOTE: ACCOUNTS MUST COMPLY WITH PREVIOUS GUIDANCE FOR RECORDS RETENTION WHICH WAS 3 YEARS, OR CURRENT GUIDANCE AS INDICATED IN THE DRAFT ARMY REGULATION AR 715-XX REVISED 21 MARCH 2006, WHICH IS 6 YEARS, 3 MONTHS AFTER FINAL PAYMENT DATE. When was this account set-up? _____ What is the date on the oldest GPC Statement the Billing Official has on file? _____ (If new account, certified screen is applicable)			
2-8. Has the BO notified their GPC account manager of any lost/stolen cards within five business days of the loss/theft?			
2-9. Does the BO promptly notify their GPC account manager when a cardholder departs, retires, or otherwise no longer needs a card within five business days?			
2-10. Does the BO comply with procedures covering departures, deployment of cardholders? <i>(Cardholders deployed for less than six months should be temporarily suspended and reduced to \$1.00 unless authorized to use during deployment. Cardholders deployed for greater than six months should be closed.)</i>			
2-11. Does the BO coordinate account dollar limits with the installation RM when cardholder accounts are established?			
2-12. Is the BO serving as the Budget Official? If so, does he/she have written approval from the first general officer in their chain of command?			
2-13. Has the BO acted on behalf of the cardholder? If so, was documentation on file as to why the BO acted on the cardholder's behalf (TDY, deployment, etc.)?			
2-14. Does the BO verify that all purchased accountable property has been placed on a hand receipt and properly documented?			

2-15. Does the Commander/Director periodically review the BO/cardholder files to verify that purchase card operations are in compliance with sound business practices, regulation, and law? (CIP, or PBO Inspections)	YES	NO	N/A
--	-----	----	-----

PART THREE ADMINISTRATIVE (CARDHOLDER REQUIREMENTS)

3-1. Did the cardholder approve and reconcile all transactions in C.A.R.E. within three (3) business days of the end of billing cycle?			
3-2. Does the cardholder obtain approvals, prior to making purchases, from the BO/ABO via email or via signed purchase request?			
3-3. Are all purchases entered into the C.A.R.E. electronic transaction log?			
3-4. Does the cardholder utilize a tracking system to verify delivery dates of purchases that were posted to the C.A.R.E. website or billing statement, but were not received?			
3-5. Is the cardholder's monthly spending limits supported by their buying activity?			
3-6. Does the cardholder obtain administrative approval for purchases of items such as hazardous materials, printing, computers, and phones?			
3-7. Does the cardholder use mandatory sources of supply if required for items such as printing and construction?			
3-8. Does the cardholder use the mandatory sources of supply for office supplies? (Office Eagle or the mandatory Army BPAs through the DoD E-Mall.)			
3-9. Did the cardholder rotate sources when placing repeat orders?			
3-10. Does the cardholder follow the procedures for disputing transactions?			
3-11. Did the cardholder allow others to use his/her card?			

PART FOUR ADMINISTRATIVE (OVER \$3000 ACTIVITY)

4-1. Does the cardholder have an over \$3,000 delegation letter on file?			
4-2. Did the cardholder obtain all required written pre-purchase approvals for purchase over \$3,000?			

PART FIVE ADMINISTRATIVE (GENERAL)

5-1. How many cardholders are on this account?			
5-2. Are all the cardholders on this account required? If not, excess cardholders should be cleared.			

5-3. How many cardholders on this account were reviewed by the GPC account manager as a part of this annual review?			
5-4. Are the BO and ABO senior to all cardholders on this account and in their direct chain of command?			
5-5. Is the monthly limit established for the BO and cardholder's activities appropriately set? (If required, request a maintenance request for the recommended limits.)			

RECOMMENDED IMPROVEMENT AREAS: _____

(Billing Official Signature/Phone)

(Reviewing Official Signature)

RATING

☐

SATISFACTORY
(*GREEN*)

☐

SATISFACTORY W/ FINDINGS
(*AMBER*)

☐

UNSATISFACTORY
(*RED*)

RATING DETERMINATION

SATISFACTORY (GREEN): SUCCESSFULLY COMPLETES ALL REQUIRED AREAS WITH NO DEFICIENCIES.

SATISFACTORY RATING WITH FINDINGS (AMBER): TWO OR MORE NEGATIVE ANSWERS FROM ANY OF THE ADMINISTRATIVE ELEMENTS; PARTS TWO - FIVE

UNSATISFACTORY (RED): “YES” CRITICAL ELEMENT PART 1



SFCA-CP

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

13 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Mandatory Army Blanket Purchase Agreements (BPAs) for Office Products

On September 1, 2004, a new suite of 19 mandatory Army Blanket Purchase Agreements (BPAs) became effective for the Army-wide purchase of office supplies. The BPAs were awarded by the Army Contracting Agency and replaced the suite of BPAs previously awarded in 2002. This memorandum provides information and guidelines regarding the newly awarded BPAs and reiterates the directive that, with limited exceptions, use of the Army-wide BPAs is mandatory for all purchases of office products within the continental United States. This supersedes the memoranda dated September 26, 2002, subject: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products for the Army and December 23, 2002, subject: Mandatory Use of Blanket Purchase Agreements (BPAs) for Office Products.

The new suite of BPAs (Enclosure) was placed against General Services Administration (GSA) Federal Supply Schedules (FSS) held by the vendors and therefore conform with GSA terms and conditions, as well as with additional requirements negotiated by the Army Contracting Agency. Sixteen of the vendors are small businesses and two are consortia that collectively represent over 260 small businesses. The National Industries for the Blind also received a BPA under their corporate GSA FSS. The Army will continue to utilize the Department of Defense (DoD) Electronic Mall (EMALL) to place orders against the BPAs. The objectives of the BPAs are to: standardize the ordering process and provide cost-effective, customer-focused delivery of office products; take advantage of the economies of scale afforded by Army-wide purchasing power; compile purchase data through DoD EMALL; ensure Army compliance with statutory requirements to purchase comparable products available from blind and severely disabled vendors under the Javits-Wagner-O'Day Act (JWOD) program; and maximize small business opportunities. The terms and conditions will be strictly enforced through diligent contract administration. BPA holders will offer only items listed within their respective GSA FSS, and all GSA catalog prices will be further discounted on the Army BPAs.

Office products are consumable items that are routinely used in an office environment. Mandatory use of BPAs applies to products meeting the definition established by GSA for FSS 75 200 class of items, as follows:

"Office products would include, but are not limited to, items such as: pens, pencils, markers, xerographic paper, printing paper, fax paper, binders, tape,

envelopes, transparency film, helical-scan, longitudinally oriented video tapes, video cassettes, reel to reel audio tapes, blank endless loop audio cartridge tapes, magnetic tape audio recording cassette, computer tape, reel, cartridge, cassette, diskettes, disk packs, disk cartridges, anti-glare/anti-radiation screens (VDT), ergonomic products (wrist and foot rests), cleaning equipment and supplies (head cleaners, disk drive cleaners, monitor cleaners, toner wipes, mini-vacuums, etc.) optical disks, CD ROMs, physical storage, security, protective and related ADP supplies, and toner cartridges."

With limited exceptions, all Army purchases for office supplies must be made against the BPAs and all orders shall be placed via the DoD EMALL. Cardholders may not purchase office supplies directly from a vendor's website or retail store, even if that vendor is a BPA holder. Orders exceeding the micro-purchase threshold may be placed against these BPAs provided the cardholder has been delegated increased purchase authority, and orders are competed among all BPA holders.


Exceptions to the mandatory use of the BPAs and DoD EMALL are as follows:

- a. In the event the DoD EMALL is unavailable for more than 24 hours, cardholders may place an order with a BPA vendor through another form of communication.
- b. Cardholders shall purchase office products from local alternative self-service supply stores known as base support stores where installation agreements exist.
- c. A mandatory JWOD office product may be purchased from other than a base support store or BPA vendor if the product appears to be priced above fair market value. If so, and if the lowest price among the three potential sources (BPA vendor and base support store) is still above fair market value, the mandatory JWOD item must still be purchased, but it may be purchased from the non-BPA vendor. In such a case, the purchaser must notify the Army JWOD point of contact, Ms. Dorothy Hindman, telephonically at (703) 681-1032, or by e-mail at Dorothy.hindman@hqda.army.mil.
- d. The vast majority of office product requirements should be identified at least a few days in advance of need. However, if a need is so urgent that an office product is required the same day, the cardholder may purchase the item through another source. If such an urgent purchase is made, the cardholder file should appropriately document the reason for buying the item outside the BPAs.

The Defense Logistics Agency is working to improve the DoD EMALL. An "Army Corridor" is now in place to ensure cardholders remain within the Army BPA shopping environment. A new and improved EMALL search engine will be implemented in the

coming months to improve cardholder search capabilities. We continue to coordinate with the DoD EMALL Program Management Office to make EMALL easier and more efficient for Army users. An EMALL Help Desk has been established to assist users with registration and ordering problems. The toll free number is 1-888-352-9333. The EMALL can be accessed through www.emall.dia.mil.

For additional assistance, please contact Ms. Charlene Jeong at the Army Contracting Agency, Southern Region Contracting Center - East. She can be reached at commercial 404-464-1783, DSN 367-1783, or e-mail: jeongca@forscom.army.mil.


E. Ballard
Deputy Assistant Secretary of the Army Deputy
(Policy and Procurement)

Enclosure

DISTRIBUTION:

ARMY-WIDE

Under Secretary of the Army

Vice Chief of Staff, Army

Assistant Secretary of the Army (Civil Works)

Assistant Secretary of the Army (Financial Management and Comptroller)

Assistant Secretary of the Army (Installation and Environment)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

General Counsel

Administrative Assistant to the Secretary of the Army

Chief Information Officer/G-6

The Inspector General

The Auditor General

Deputy Under Secretary of the Army

Deputy Under Secretary of the Army (Operations Research)

Chief of Legislative Liaison

Chief of Public Affairs

Director, Small and Disadvantaged Business Utilization

Director, Army Staff

Deputy Chief of Staff, G-1

Deputy Chief of Staff, G-2

Deputy Chief of Staff, G-3

Deputy Chief of Staff, G-4

DISTRIBUTION: (CONT)

Deputy Chief of Staff, G-8
Assistant Chief of Staff for Installation Management
Chief of Engineers
The Surgeon General
Chief, National Guard Bureau
Chief, Army Reserve
The Judge Advocate General
Chief of Chaplains
Sergeant Major of the Army

COMMANDERS:

U.S. Army, Europe and Seventh Army
Eighth U.S. Army
U.S. Army Forces Command
U.S. Army Materiel Command
U.S. Army Training and Doctrine Command
U.S. Army Corps of Engineers
U.S. Army Special Operations Command
U.S. Army Pacific
U.S. Army Intelligence and Security Command
Military Surface Deployment and Distribution Command
U.S. Army Criminal Investigation Command
U.S. Army Medical Command
U.S. Army Military District of Washington
U.S. Army South
U.S. Army Test and Evaluation Command
U.S. Army Space and Missile Defense Command

Superintendent, U.S. Army Military Academy

PROGRAM EXECUTIVE OFFICERS:

Air and Missile Defense
Ammunition
Aviation
Command, Control, and Communications-Tactical
Chemical and Biological Defense
Combat Support and Combat Service Support
Enterprise Information Systems
Ground Combat Systems
Intelligence, Electronic Warfare and Sensors

DISTRIBUTION: (CONT)

Soldier SP
Tactical Missiles
Simulation, Training and Instrumentation Command
Information Systems

PROGRAM MANAGERS:

Chemical Demilitarization
Joint Simulation Systems
Missile Defense Agency

**U.S. ARMY CONTRACTING AGENCY PRINCIPAL ASSISTANTS RESPONSIBLE
FOR CONTRACTING**

U.S. Army Contracting Agency, Southern Region, ATTN: SFCA-SR, 1301 Anderson
Way, SW., Fort McPherson, GA 30330-1096
U.S. Army Contracting Agency, Northern Region, ATTN: SFCA-NR, 11 Bernard
Road, Building 10, Fort Monroe, VA 23651-1001
U.S. Army Contracting Agency, Information Technology, E-Commerce and
Commercial Contracting Center (ITEC4), ATTN: SFCA-IT, 2451 Eisenhower
Avenue, Hoffman Building 1, Alexandria, VA 22331-1700
U.S. Army Contracting Command, Europe, ATTN: SFCA-EC, Unit 29331,
APO AE 09266
U.S. Army Contracting Command, Korea, ATTN: SFCA-KC, Unit 15289,
APO AP 96205-5289
U.S. Army Contracting Activity, Pacific, ATTN: SFCA-PR, 140 Doleman Street,
Building T115, Fort Shafter, HI 96858-5430
U.S. Army Contracting Agency, Southern Hemisphere, ATTN: SFCA-SH, 2450 Stanley
Road, Suite 320, Fort Sam Houston, TX 78234-7515
U.S. Army Contracting Command, Southwest Asia, ATTN: SFCA-SW-PARC,
1881 Hardee Avenue, S.W., Fort McPherson, GA 30330-1064

PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING

U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC, Building 5303,
Redstone Arsenal, AL 35898-5000
U.S. Army Robert Morris Acquisition Center, ATTN: AMSSB-AC,
4118 Susquehanna Avenue, Aberdeen Proving Ground, MD 21005-3013
U.S. Army Communications-Electronics Command, ATTN: AMSJM-CC,
Building 1208E, Fort Monmouth, NJ 07703-5000
U.S. Army Joint Munitions Command (Prov), ATTN: AMSOS-CC, Building 350,
5th Floor, NW Wing, Rock Island, IL 61299-6000

DISTRIBUTION: (CONT)

U.S. Army Tank-Automotive and Armaments Command, ATTN: AMSTA-ZQ
Building 231, Warren, MI 48397-5000

Defense Contracting Command-Washington, 5200 Army Pentagon,
Washington, D.C. 20310-5200

U.S. Army Medical Command, ATTN: MCAA, Building 2792, Suite 32,
2050 Worth Road, Fort Sam Houston, TX 78234-5069

U.S. Army Intelligence and Security Command, ATTN: IAPC, 8825 Beulah
Street, Fort Belvoir, VA 22060-5246

U.S. Army Medical Research and Materiel Command, ATTN: MCMR-AAZ-A,
820 Chandler Street, Fort Detrick, MD 21702-5014

Surface Deployment and Distribution Command, ATTN: MTAQ,
Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-5000

U.S. Army Space and Missile Defense Command, ATTN: SMDC-CM
(PARC), P.O. Box 1500, Huntsville, AL 35807-3801

U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 441 G Street, NW,
Washington, D.C. 20314-1000

National Guard Bureau, ATTN: NGB-AQ, Suite 8300, Jefferson Plaza 1,
1411 Jefferson Davis Highway, Arlington, VA 22202-3231

CF:

Headquarters, U.S. Army Materiel Command, ATTN: AMCCP, AMCCP-P,
AMCCP-O, and AMCCP-A, 9301 Chapek Road, Fort Belvoir, VA 22060-5527

**DEPARTMENT of the ARMY BLANKET PURCHASE AGREEMENTS (BPAs) for OFFICE PRODUCTS
and TONER/INJET**

<u>VENDOR/POC/PHONE/EMAIL</u>	<u>GSA CONTRACT</u>	<u>BPA NUMBER</u> <u>BUSINESS SIZE</u>
1. Access Products (DBA Imaging Systems) (TONER) GS-14F-0002K 4160 Center Park Dr. Colorado Springs, CO 80916-4505 Sharon Krell sharonkrell@aol.com Ph: 800-779-7799 Fax: 719-573-0899		W911SE-04-A-0011 WOSB
2. ABM Federal Sales (TONER) 5 Research Park Dr. St. Charles, MO 63304-5685 David Michelson michelson@abmfederal.com Ph: 877-826-5112 Fax: 800-729-4454	GS-25F-0042L	W911SE-04-A-0012 SB SDVOSB
3. American Office Products (AOPD) 20 N. Lincoln St. Batavia, IL 60510-1912 Sharon Stepien sharon@aopd.com Ph: 630/761-0600 x105 Fax: 630/761-0691	GS-02-F-0048N	W911SE-04-A-0013 SB (Consortium)
4. Bettertype Ribbons (TONER) 11250 Hopson Rd. Ashland, VA 23005-3433 Rebecca Harik bharik@bettertype.com Ph: 800-752-1122 Fax: 804-752-8056	GS-14F-0006K	W911SE-04-A-0014 WOSB
5. Caddo Design 2760 W. 5 th Ave. Denver, CO 80204-4805 Michael Colon mcolon@caddocentral.com Ph: 703-208-3724 Fax: 703-208-3800	GS-14F-0001L	W911SE-04-A-0015 SB NATIVE AMERICAN
6. Chesapeake Office Supply 3051 Washington Blvd. Baltimore, MD 21230-1025 Eric Reilly e.reilly@chesapeakeoffice.com Ph: 410-646.0600 x132 Fax: 410-646.0112	GS-02-F-0085N	W911SE-04-A-0016 SB

Enclosure

7. Chuckals Inc. 2215 Pacific Ave. Tacoma, WA 98402-3005 Janet L. Myhre myhrel@chuckals.net Ph: 703-780-5214 Fax: 800-731-4285	GS-02F-0086N	W911SE-04-A-0017 SB
8. Document Imaging Dimensions Inc. (TONER) 1213 S. Bridge St. Yorkville, IL 60560-1716 Loren Underhill loren@did-inc.com Ph: (877) 934-3462 x108 Fax: (630) 553-3877	GS-14F-0049M	W911SE-04-A-0018 Hispanic WOSB
9. Future Solutions 2460 W. 26 th St. Denver, CO 80211-5334 Vanessa Navarro vnavarro@futuresolutionsinc.com Ph: 303-460-7007 Fax: 303-460-7280	GS-14F-0013M	W911SE-04-A-0019 8(a) Certified
10. Independent Stationers (IS Group) 9900 Westpoint Dr. Ste 116 Indianapolis, IN 46256-3338 Deb Schmitz schmitz@isgroup.org Ph: 317-813-5139 Fax: 317-585-8762	GS-14F-0043M	W911SE-04-A-0020 SB (Consortium)
11. KM2 Inc. 7466 New Ridge Road Hanover, MD 21076-3145 Minh Tri Dang tridang@km2online.com Ph: 1-888-332-4562 Fax: (410) 694-8070	GS-14F-0037M	W911SE-04-A-0021 SB, SDB
12. Metro Office Supply 4605 Compass Point Rd. Belcamp, MD 21017-1299 Greg Sheridan gsheridan@metroffpro.com Ph: 410-297-6668 Fax: 410-297-6677	GS-14F-0032K	W911SE-04-A-0022 8(a) WOSB
13. Millers Office Supply 8404 Alban Rd. Springfield, VA 22150-2300 Wayne Stillwagon waynestillwagon@millersoffice.com Ph: 703-644-2200 (Ext. 1119) Fax: 703-644-8405	GS-14F-0015L	W911SE-04-A-0023 WOSB

<u>14. National Industries for the Blind (NIB/JWOD)</u> 1901 N. Beauregard St. Ste 200 Alexandria, VA 11311-1727 Ron Ashby Rashby@nib.org Ph: 703-578-8529 Fax: 703-998-5416	GS-00F-0001K	W911SE-04-A-0024 JWOD Non-Profit
<u>15. RGH Enterprises (DBA A Better Laser)</u> 1100 Wicomico St. Ste 733 Baltimore, MD 21230-2080 Kim June kim@abetterlaser-service.com Ph: (800) 371-9705 Fax: (410) 576-0148	GS-14F-0006M	W911SE-04-A-0025 SDB
<u>16. Stephens Office Supply (DBA The Office Group)</u> 372-C Wythe Creek Rd. Poquoson, VA 23662-1926 Gail Wojciechowski gwojo@theofficestore.com Ph: 757-868-0914 Fax: 757-868-0507	GS-14F-0019L	W911SE-04-A-0026 WOSB
<u>17. VIP Printing & Office Supplies</u> 109A Memorial Dr. Hinesville, GA 31310-2536 Juanita Strickland juanita@vipoffice.com Ph: 912-877-5225 Fax: 912-368-3360	GS-02F-0169N	W91SE-04-A-0027 WOSB, HUBZone
<u>18. WECsys LLC</u> 4180 W. Broadway Robbinsdale, MN 55422-1814 Ajayi F. Akinkuotu wecsysllc@hotmail.com Ph: 763-504-9999 Fax: 763-504-1062	GS-14F-0039L	W911SE-04-A-0028 8(a) Certified
<u>19. Capitol Furniture & Distributing Co.</u> 5225 NW 33 rd St. Ft. Lauderdale, FL 33309-6302 Robert Steinman Robert@capfurn.com Ph: 954-453-5904 Fax: 954-677-5204	GS-02F-0100N	W911SE-04-A-0033 SB

ELECTRONIC TRANSACTION LOG

In accordance with AR 715-xx dated 21 April 2006 it is **mandatory** for all cardholders to use the electronic *Transaction Log* in CARE.

Cardholders after logging into your CARE account go to the *Transaction Log* Tab.

Log entries must contain as much information as possible. The three (3) fields marked by red asterisks (transaction date, transaction amount and merchant) **must be** completed on all entries. However, there is room to add additional details about the transaction.

Follow steps 1-4 to create your *Transaction Log*.

Print a copy of this log to keep with your merchant receipts. To print in CARE you must use the **Print Screen Button** on your keyboard. Then minimize the screen and open POWERPOINT. Right click and paste and then you will be able to print the log.

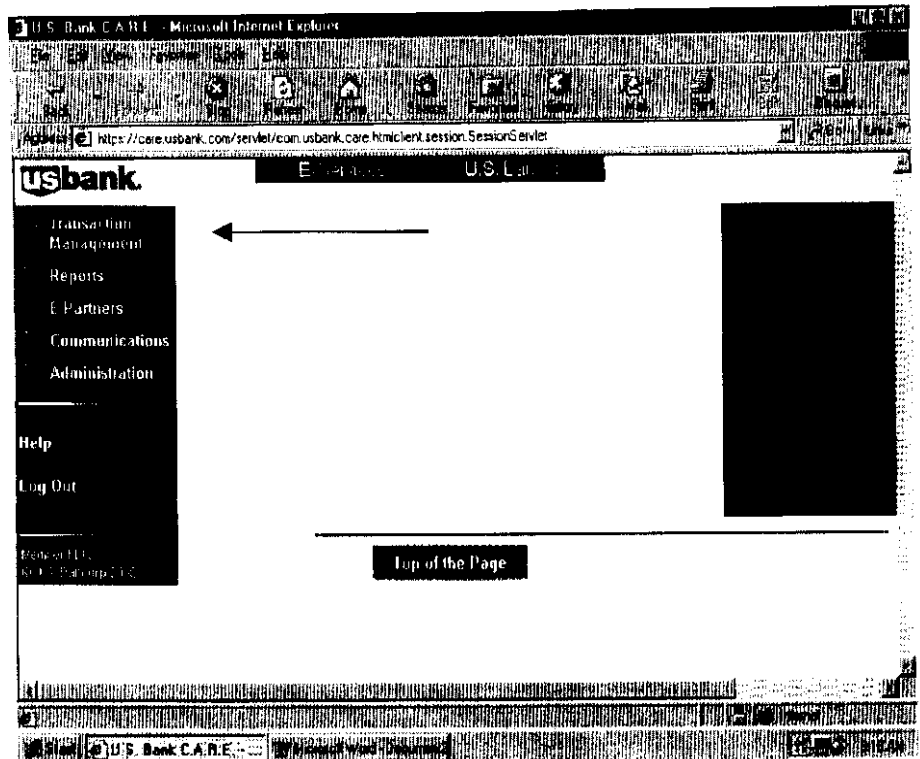
Editing information in the *Transaction Log* can only be accomplished prior to reconciliation. If you need to change an entry in the log such as price do the following:

Go to the *Transaction Log* and highlight the entry that needs to be edited.

Click on *Log Detail* or *Log Line Item Detail* and make the necessary changes. Once you have made all the changes click the **UPDATE** Button and the changes will remain.

STEP 1

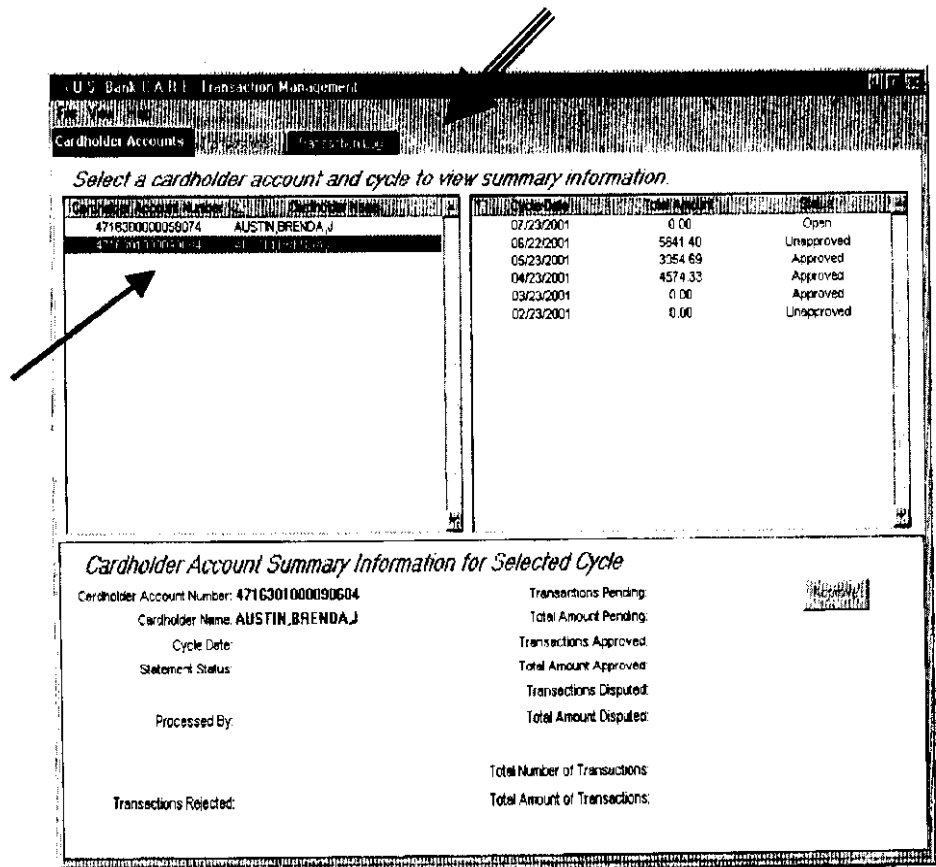
**CLICK ON
TRANSACTION
MANAGEMENT**



STEP 2

**CLICK ON YOUR
NAME**

**CLICK ON
TRANSACTION
LOG**



STEP 3

NEW ENTRY WILL BE HIGHLIGHTED.

UNDER THE LOG DETAIL MANDATORY FIELDS ARE:

TRANSACTION DATE
MERCHANT NAME
TRANSACTION AMOUNT

ALL OTHER FIELDS ARE OPTIONAL.

~~ONCE COMPLETE CLICK ON THE ADD BUTTON AT THE RIGHT.~~

U.S. Bank C.A.R.E. Transaction Management

Log transaction to record detail.

Account Number: 471630100090604 Account Name: AUSTIN, BRENDA J.

Trans. Date	Trans. Method	Trans. Amount	Trans. Description
05/22/01	DELL	1782.18	
05/22/01	HEWLETT PACKARD	1538.46	

New Entry

Total Amount of Log Entries: 3320.64 Total Number of Log Entries: 2

Log Detail Log Line Item Detail

Transaction Date: 05/04/2001 Need Date: / / Date Received: / / Due Date: / / Requestor Name: Trans. Method: Authorization #: 000118 Vendor Order #: Other: Shipped To: Comment:

Merchant: MICROSOFT TECHNICAL SUPPORT

Transaction Amt: 245.00 Freight Amount: 0.00 Sales Tax: 0.00 Misc. Amount: 0.00

Source Currency: U.S. Dollar Source Amount: 245.00

STEP 4

CLICK ON LOG LINE ITEM DETAIL.

ENTER THE QUANTITY, UNIT OF MEASURE, ITEM DESCRIPTION AND AMOUNT.

CLICK "ENTER" BUTTON

REPEAT THIS PROCESS FOR EACH ITEM

ONCE ALL ITEMS HAVE BEEN ENTERED....CLICK THE LOG DETAIL BUTTON

CLICK THE ADD BUTTON AND THE TRANSACTION WILL SHOW ON YOUR LOG

U.S. Bank C.A.R.E. Transaction Management

Log transaction to record detail.

Account Number: 471630100090604 Account Name: AUSTIN, BRENDA J.

Trans. Date	Trans. Method	Trans. Amount	Trans. Description
05/22/01	DELL	1782.18	
05/22/01	HEWLETT PACKARD	1538.46	

New Entry

Total Amount of Log Entries: 3320.64 Total Number of Log Entries: 2

Log Detail Log Line Item Detail

Quantity: Unit Price: 0.00 Unit of Measure: Part #: Item Description: Item Comment:

Trans. Date	Trans. Method	Trans. Amount	Trans. Description
05/22/01	DELL	1782.18	
05/22/01	HEWLETT PACKARD	1538.46	

New Entry

Total: 245.00

ELECTRONIC RECONCILING YOUR STATEMENT TO YOUR LOG

Cardholders after logging into your CARE account go to the Transactions Tab.

Highlight the first transaction by clicking on it.

-If this is a valid charge, click on the **LOG DETAIL TAB** located in the middle of your screen. Click the **RECONCILE** button on the right. If the *Posted Transaction* and the *Best Match from the Transaction Log* are the two entries you want to reconcile, click the **RECONCILE** button at the bottom of the screen. If the *BEST MATCH from TRANSACTION LOG* is not the entry you want, click the **REMOVE** button. Now select the correct entry from the *AVAILABLE LOG ENTRIES*,..Click the **ADD** button and then Click the **RECONCILE** button. The status of the transaction will change from Pending to Approved. In order to reconcile your statement to your log you must have entered the information into the log at time of purchase or prior to trying to reconcile.

- Each additional transaction will be completed as above.
-

REBATES will appear on your statements quarterly as a credit. These credits must also be approved. However, since they are not in your transaction log to *approve the credit* you simply highlight the transaction and click the APPROVE button. It will then change from Pending to Approved.

Once all your transactions have been approved you may then click on the CARDHOLDER ACCOUNT Tab and approve the statement.

IAW AR 715-xx dated 21 Ap 06 the reconciliation process for cardholders will be accomplished 3 days after the statement cycle date, normally the ^{19TH} of each month.

The account is now ready for the Billing Official to Certify.



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
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REPLY TO
ATTENTION OF:

ATZK-JAA (672)

9 February 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Policy Memo No. 41-4 – Coins

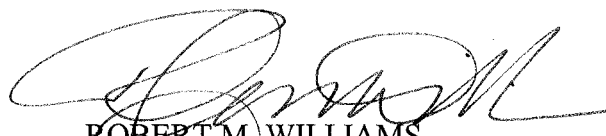
1. References:

- a. AR 600-8-22, Military Awards, 22 February 1995.
- b. AR 672-20, Incentive Awards, 29 January 1999.
- c. TRADOC Reg 672-6, Military Coins, 6 February 2001.

2. The Commander, TRADOC, has delegated approval authority to installation commanders to use appropriated funds (APF) to purchase trophies and similar devices (coins). Authority to use APF to purchase commanders' coins is hereby delegated to subordinate brigade/regiment and battalion/squadron commanders with no further re-delegation authorized. The Deputy Commanding General, USAARMC; Command Sergeant Major, USAARMC; Command Sergeant Major, USAARMS; and Commandant, NCO Academy, are also authorized to purchase and present coins using APF. No one else assigned to USAARMC is authorized to purchase coins using APF. Individuals authorized to purchase coins may permit others to present the coins on their behalf. Current stocks of coins may be presented until depleted.

3. Commanders must comply with this policy and the regulations cited above when purchasing and presenting commanders' coins. Coins purchased with APF may not be used as gifts or mementos. Such coins may only be used as awards for excellence or unique accomplishments by military personnel and civilian employees. Coins will not be presented to peers or superiors.

4. All units or organizations that purchase command coins with appropriated funds will track these expenditures and report through their chain of command the total expenditure for coins each fiscal year to the G4/Directorate of Resource and Logistics Management.



ROBERT M. WILLIAMS
Major General, USA
Commanding

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DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX
309 FRAZIER ROAD
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REPLY TO
ATTENTION OF:

ATZK-RMA (37a)

13 February 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Policy Memo No. 41-8 – Army Purchase Card Delinquency

1. References:

- a. Department of Army Government Purchase Card Standing Operating Procedure, 31 July 2002.
- b. Memo, Secretary of Army, 28 January 2003, subject: Army Charge Card Programs.
- c. Memo, TRADOC, 17 March 2003, subject: Army Charge Card Programs.

2. The Secretary of the Army directed a series of corrective actions (reference 1b) to curb payment delinquencies for the Army Purchase Card Program and hold command leadership accountable for results. He stresses the responsibility and accountability to which cardholders, approving/billing officials, commanders, and program managers will be held. The Army's primary delinquency measure will be percent of dollars delinquent and the established goal is payment of all invoices within 30 days of end-of-billing cycle. Further, the Army has mandated that all billing official accounts be Electronic Data Interchange (EDI) enabled and certified through the US Bank Customer Automated Reports Environment (CARE) electronic access system.

3. The Army Purchase Card Program is a commander's program. To implement the corrective actions directed by the Secretary of the Army, the Commander, TRADOC, (reference 1c) has set a command standard—**no account delinquencies**. DCSRM, through the installation G4/DRLM, will provide a listing, at the end of each billing cycle, of billing officials whose accounts have become delinquent as of the start of the new billing cycle (20th of each month). The installation G4/DRLM will analyze the report and provide an explanation for the delinquencies to the TRADOC DCSRM by the 15th of the following month.

4. Successful purchase card program management requires timely attention to responsibilities by cardholders and billing officials. To meet program initiatives outlined above and achieve **no account delinquencies**, the following responsibilities will be accomplished without exception:

ATZK-RMA (37a)

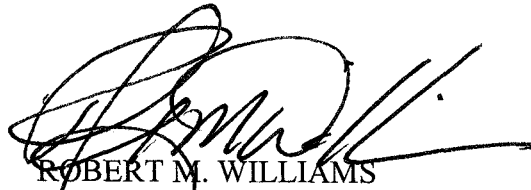
SUBJECT: Thunderbolt Policy Memo No. 41-8 – Army Purchase Card Delinquency

a. Cardholders will adhere to responsibilities as outlined in reference a, paragraphs 3d, 7, and 12e—specifically, the requirement to complete review and approval of monthly statement within 3 business days of the end of the billing cycle using the CARE system is required.

b. Billing officials will adhere to responsibilities as outlined in reference a, paragraphs 3d, 7, and 12d—specifically, certification of monthly invoice within 5 business days of the end of the billing cycle using the CARE system is required.

c. The G4/DRLM will report delinquent purchase accounts caused by untimely certification for the previous billing cycle to the chief of staff by the 1st day of each month. The chief of staff will forward this report to commanders and directors for explanation as to why the accounts were not certified for payment in a timely manner. The chief of staff will direct G4/DRLM to consolidate the required explanations and forward to the DCSRM, TRADOC, NLT the 15th of each month.

5. Management of the Purchase Card Program is the responsibility of all levels of command. The program provides substantial savings and internal efficiencies to the Army and is crucial to our mission. Prompt certification of invoice payments will increase the rebates that come directly back to our operating funds. Delinquencies result in interest payments and have a negative effect on our operating funds. Failure of leadership to take action is unacceptable. I expect individual cardholders, billing officials, their supervisors, and leaders to take personal responsibility.



ROBERT M. WILLIAMS
Major General, USA
Commanding

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GLOSSARY

Abbreviations

A/OPC

Agency/Organizational Program Coordinator

ABO

Alternate Billing Official

AR

Army Regulation

BO

Billing Official

BPA

Blank Purchase Agreement

CH(s)

Cardholder(s)

C.A.R.E

Customer Automated Reporting Environment

CFR

Code of Federal Regulations

CID

Criminal Investigative Department

CONUS

Continental United States

CPG

Comprehensive Procurement Guide

CSQI

Cardholder's Statement of Questionable Items

CTA

Common Table of Allowance

DA

Department of Army

DAPS

Defense Automation and Printing Service

DAU

Defense Acquisition University

DFAS

Defense Finance and Accounting Service

DOC

Directorate of Contracting

DOD

Department of Defense

DOIM

Directorate of Information Management

DPTMS

Directorate of Plans, Training, Mobilization and Security

DPW

Directorate of Public Works

DSN

Defense Switch Network

EPA

Environmental Protection Act

FAR

Federal Acquisition Regulation

FAQ

Frequently Asked Questions

FTS

Federal Technology Service

FEDLOG

Federal Logistics

GPC

Government Purchase Card

GSA

General Service Administration

IAW

In Accordance With

IR

Internal Review

JWOD

Javits-Wagner O'Day Act Program

JER

Joint Ethics Regulation

KO

Contract Officer

MTDA

Modification Table of Distributions and Allowances

MTOE

Modified Table of Organization and Equipment

NIB/NISH

National Industries for the Blind/National Industries for the Severally Handicapped

NCOER

Noncommissioned Officer Evaluation Report

OCONUS

Outside the Continental United States

OER

Officer Evaluation Report

OSJA

Office of the Staff Judge Advocate

PBO

Property Book Officer

PCS

Permanent Change of Duty Station

RCRA

Resource Conservation Recovery Act

ROS

Report of Survey

SOP

Standard Operating Procedures

SSSC

Self Service Supply Center

TDA

Table(s) of Distributions and Allowances

TOE

Table of Organization and Equipment

TDY

Temporary Duty

UCMJ

Uniform Code of Military Justice

Section II

Terms

Alternate Billing Official (ABO)

The individual who performs the duties of the Billing Official in their absence.

Agency/Organizational Program Coordinator (A/OPC)

Agency/Organizational Program Coordinator. This individual is designated by the Director of Contracting to be responsible for the management, administration, and day-to-day operation of the Ft Knox Government Purchase Card Program.

Appointment as BO/ABO

A delegation letter issued by the Ft Knox DOC appointing an individual authority to certify billing statements for payment. This letter will be signed by both the BO/ABO and the Fort Knox DOC or their designee and filed at the appropriate paying office.

Billing Official (BO)

The individual who pre-approves and certifies cardholder purchases.

Resource Manager

Resource Manager manages the unit's funding/budget at the post level.. The Resource Manager is an individual responsible for formulating, programming, and monitoring the execution of the unit's budget. A Resource Manager will not be a cardholder or primary/alternate BO.

Buying Green

Resource Conservation and Recovery Act of 1976, mandating federal agencies to buy recycled items to the maximum extent possible.

C.A.R.E.

Customer Automated Reporting Environment

CONUS/OCONUS

Continental United States/Outside the Continental United States

DD Form 577, Signature Card

A document that must be completed by each BO and ABO, approved by the Director, Ft Knox DOC, or their designee, and forwarded to the appropriate paying office.

Delegation of Procurement Authority

An appointment letter issued by the Ft Knox DOC that delegates procurement authority to individuals establishing them as authorized CHs. This delegation of authority will specify spending and usage limitations, and must be maintained in the file of each cardholder. The cardholder must have received this official Delegation of Procurement Authority letter prior to using the GPC.

Dispute

A disagreement between two parties. A dispute can involve a disagreement between the cardholder and merchant over the service or supply delivered, price quoted, period of performance, or responsibility when damages to property occur. **See Appendix B.**

Dispute Office Contact

The individual who coordinates, processes, and monitors all disputed purchases, credits and billing errors. For those disagreements/disputes requiring submission of the Cardholder Statement of Questioned Item (CSQI) form, the dispute office contact is the BO. For those disputes involving damage to property, the dispute office contact is the A/OPC. This individual is assigned to the Ft Knox DOC.

Durable Property

Items of Army property that do not require formal property book accountability, but do require some form of hand receipt control when issued to the user. This includes some commercial and fabricated items that are procured.

Expendable Property

An item of Army property that requires no formal property book accountability. These are items that are normally consumed in use such as paint, office supplies or are merged into another entity when used for their intended purpose, such as nuts, bolts, construction material, repair parts, components, etc.

Local Purchase Authority (LPA)

Authority of regulation that gives unit/activities authorization to purchase items.

Non-Expendable Property

An item of Army property that requires formal property book accountability. This includes some commercial and fabricated items procured that normally do not lose their identity while in use.

Property/Property Book Officer (PBO)

Anything that may be owned. As used in the Army, this term is usually confined to “tangible property”, including real estate and material. Property Manager of property that requires accountability.